



COSTA MESA SANITARY DISTRICT MINUTES OF BOARD OF DIRECTORS SPECIAL MEETING JUNE 16, 2004

The Board of Directors of the Costa Mesa Sanitary District attended a duly noticed Special Meeting on June 16, 2004 at 11:30 a.m., in Conference Room 3A at the Civic Center, 77 Fair Drive, Costa Mesa.

Directors Present: Arlene Schafer, Greg Woodside, James Ferryman, Arthur Perry
Dan Worthington

Staff Present: Robin B. Hamers, Manager/District Engineer; Thomas A. Fauth,
Assistant Manager; Joan Revak, Clerk of the District; Alan Burns,
General Counsel; Marc Puckett, Treasurer; Bobby Young,
Accountant

Others Present: Wendy Davis, CBIZ Accounting, Tax & Advisory of Orange
County, Inc.

Cynthia King, 826 S. Yellowstone Way, Anaheim Hills

I. Public Comments

There were no public comments made.

II. California Public Employees' Retirement System (CalPERS)

Mr. Fauth presented an overview of the CalPERS Contract. Annual costs of the proposed CalPERS Contract were approved by the Board of Directors at the June 2, 2004 Special Meeting. Director Ferryman motioned to approve the Contract between the CalPERS Board of Administration and the Costa Mesa Sanitary District Board of Directors. Director Woodside seconded. Motion passed 4-0 with Director Worthington abstaining.

Director Woodside motioned to adopt Resolution CMSD-2004-683 authorizing a Contract with CalPERS. Director Perry seconded. Motion passed 5-0.

III. Appoint Wendy Davis as CMSD Treasurer Effective July 1, 2004

A Professional Services Agreement between the Costa Mesa Sanitary District and CBIZ Accounting, Tax & Advisory of Orange County, Inc. for CBIZ to provide a contract District Treasurer was presented. Director Ferryman motioned to approve the Agreement. Director Woodside seconded. Motion passed 5-0.

Director Perry motioned to direct Staff to obtain a Bond for Wendy Davis subject to SDRMA recommendation for the appropriate amount. Director Ferryman seconded. Motion passed 5-0.

Director Perry motioned to direct the District Clerk to administer Oath of Office to Wendy Davis to become District Treasurer effective July 1, 2004 after the Bond is secured. Director Ferryman seconded. Motion passed 5-0.

IV. CMSD Administrative and Personnel Rules and Regulations

Mr. Fauth presented an update on the status of CMSD Administrative and Personnel Rules and Regulations. Staff will continue working on the final documents and will present to the Board of Directors at a future Special Meeting.

V. Approve CMSD Job Descriptions, Salary Structure and Benefit Package Effective July 1, 2004 and Approve Resignation from City of Employees Management Analyst, Clerk of the District and Permit Processing Specialists (2)

Mr. Hamers noted that the Board has previously been provided with proposed job descriptions, salary structure and benefit package. All positions were analyzed with comparisons made with similar Districts, the City of Costa Mesa Salary Schedule, and the 2003-04 Special District Administrative Salary and Benefits Survey compiled by the California Special District Association and Industry Insights, Inc.

Mr. Hamers advised the Board that City of Costa Mesa policy is to give two weeks notice of resignation and the City has requested such from the four City of Costa Mesa employees assigned to the CMSD.

Ms. Davis informed the Board that she is working on the employee health benefits package with CalPERS and outside contractors. It was suggested that CSDA and CASA be contacted for quotes on insurance coverage for District employees.

Director Perry motioned to approve the proposed CMSD job descriptions, salary structure and benefit package effective July 1, 2004. Director Worthington seconded. Motion passed 5-0.

The Board of Directors directed the Manager to write offers of employment to the Assistant Manager, Clerk of the District and the two Permit Processing Specialists.

Director Ferryman motioned to approve an interim agreement with Accountant Cynthia King. Director Perry seconded. Motion passed 5-0.

VI. Progress on Items Pertaining to New CMSD Headquarters

Mr. Fauth presented an update on items pertaining to the District's new headquarters at 628 W. 19th Street, Costa Mesa. A quote was received from KDC Construction in the amount of \$161,660 for all tenant improvements. Another bid is expected imminently.

Ms. Davis informed the Board that pricing for CMSD services required had been requested from Bank of America and Staff is awaiting a fee schedule. Meetings are scheduled with multiple vendors and banks.

Mr. Fauth reported that Springbrook has agreed to provide training at the District site and the Agreement includes a 365-day warranty period. Director Ferryman motioned to ratify the Agreement with Springbrook for Accounting Software. Director Perry seconded. Motion carried 5-0.

The Agreement with TRC for computer hardware, software and installation is being reviewed by the Attorney for the District and will be brought back for ratification at a future special meeting.

VII. Set Special Meeting Date

A Special Meeting is scheduled for Wednesday, June 23, 2004 at 8:00 a.m.

President Schafer adjourned the meeting at 1:00 p.m.

Secretary

President